

28 October 1981

MEMORANDUM FOR: Director of Data Processing
THROUGH: Executive Officer
FROM: Chief, Administrative Staff, ODP
SUBJECT: Weekly Report for the Week Ending
26 October 1981

25X1 1. [] EOD'd to Operations Division on
26 October 1981.

2. ~~As of 28 October 1981, ODP had 31 delinquent
Performance Appraisal Reports. They break down as follows:
ODDP (5), OPSD (5), SPD (11) and ED (10).~~

25X1 3. [] will be in the PMCD Orientation
course from 28 - 30 October 1981.

4. As of 28 October 1981, ODP employees had contributed
or pledged \$9,988.00 to the Combined Federal Campaign (CFC),
Educational Aid Fund, and the Public Service Aid Fund. The
campaign ends on Friday, 30 October 1981.

5. Farewell wine and cheese for [] will be held
in the ODP Conference Room at 1600 hours on 30 October 1981.
All are invited.

25X1


Chief, Admin Staff